



**Washington State
Department of Transportation**
Highways and Local Programs Division
Washington State T² Center
P.O. Box 47390
Olympia, WA 98504-7390



May 22-23, 2002	Seattle
May 28-29, 2002	Spokane
July 9-10, 2002	Vancouver
October 29-30, 2002	Yakima
December 17-18, 2002	Everett

Cost: \$150

Prerequisites: None

Class Size: 24

Who Should Attend

This course is for any individual desiring an introduction to grantwriting. It is for those who are already writing grants but who need practical tools to use and checklists to follow. There will be hands-on activities from planning the grant to writing a successful proposal, and making difficult concepts come to life.

**The Washington State Technology Transfer
Center presents a two-day class:**

The Anatomy of a Grant: Grantwriting

Instructors: *Sharon Bridwell*
 Martha Roney

Registration

Please register on-line using the link below. Click on "On-line Class Registration," fill out the form, and press "Submit." When the request is processed, an e-mail will be sent telling you that you are registered. Or you may fill out the registration form in this brochure and fax or mail to us. Please do not prepay; an invoice

will be sent after the class. You may give us a P.O. number if your agency requires it. Confirmation letters with directions to the training site will be mailed three weeks prior to the class. If you are unable to attend, please contact us. Someone else from your agency may attend in your place.

On-line Registration: <http://www.wsdot.wa.gov/TA/T2Center/T2HP.htm>

The Anatomy of a Grant: Grantwriting

May 22-23, 2002 City of Seattle, 700 5th Avenue, Suite 2000, Seattle, WA 98104-5070
May 28-29, 2002 WSDOT Eastern Region Headquarters, 2824 N. Mayfield Street, Spokane, WA 99207
July 9-10, 2002 WSDOT Southwest Region Headquarters, 4200 Main Street, Vancouver, WA 98663
October 29-30, 2002 Yakima — location to be determined
December 17-18, 2002 Everett — location to be determined

8:00 a.m. to 5:00 p.m.

Course Description: You don't need to be a professional writer to write effective grant proposals. In this two-day workshop you will learn some practical steps to take toward grantwriting and how to approach the right funders for the dollars you need. The class will discuss writing three types of grants: federal, state, and foundations. You will write part of a state-type grant over the two days.

Key Benefits:

- Learn funding strategies.
- Learn the 13 sections of a grant proposal for foundations and how these equate to state and federal grants.
- Discover where funding sources exist.
- Learn the mechanics of good proposal writing for state and federal agencies.

Course Content:

- Review of 12 existing proposal types (i.e., Grants vs. Contracts).
- Learn how to market your proposal by: identifying potential funders, targeting proposals to funders, choosing funder markets, appealing to funder interest.
- Package and evaluate your proposal: writing in a personal, active style; meet specific criteria for success.
- Review 13 essential proposal sections from transmittal letter to your budget sheet.
- The "Mini-proposal" or "Proposal Letter."
- Locate funding sources – from foundation to federal grant.
- Starting to write your own proposal: purpose of goal statement, program objectives, qualitative and quantitative statements, limitations of existing related program statements, evidence of demand statements, need statements, related activities and evaluation methods.
- Terms you must know to succeed in the process.

Text: Participants will receive the course book, *The Anatomy of a Grant*, which will become a well-used reference resource.

Questions: Laurel Gray at (360) 705-7355 or GrayL@wsdot.wa.gov for course content.
Wendy Schmidt at (360) 705-7386 or SchmidW@wsdot.wa.gov to register.

WSDOT Employees: If you want to attend this class, you must check with Staff Development prior to enrolling to arrange for payment of fee. If the fee will come out of your org. code, you do not have to check with them. Their number is (360) 705-7062.



(Disability accommodations will be provided upon request.)

T2

WST2 Center, Highways and Local Programs, PO Box 47390, Olympia, WA 98504-7390

On-line Registration: <http://www.wsdot.wa.gov/TA/T2Center/T2HP.htm>

Fax (360) 705-6858

Phone (360) 705-7386

Registration Form

Participant Names

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Do not prepay, wait for an invoice.
PO# _____
WSDOT Org. Code _____

Contact Person _____

Agency _____

Address _____

City/Zip+4 _____

Tel. _____

Fax _____

E-mail _____